

DUSHANTHI WATHUKARAGE

HUMAN RESOURCES EXECUTIVE



CONTACT

☎ 076 249 7300
✉ dushanthidamruwani@gmail.com
📍 Poruwadanda, Horana

EDUCATION

2020 - 2024

UNIVERSITY OF RUHUNA

- BBA Honours in Human Resources Management

2026

CIPM

- Following CQHRM

Passed GCE AL with 2As & B
(2018 Commerce Stream)

SKILLS

- Project Management
- Employee Relations
- Teamwork
- MS Office
- HRIS
- Employee Onboarding
- Interpersonal Skills

LANGUAGES

- Sinhala
- English

PERSONAL DETAILS

Name in Full :
Wathukarage Dushanthi Damruwani

NIC : 200051300382

DOB : 13th January 2000

Marital Status : Unmarried

Gender : Female

PROFILE

HR professional with hands-on experience in recruitment, onboarding, performance management, HR administration, HRIS, payroll support and employee engagement. A proactive and detail-oriented individual with strong interpersonal skills and a passion for building a successful career in Human Resource Management.

WORK EXPERIENCE

■ Earthfoam Private Limited

Human Resources Assistant

2024 - PRESENT

- Screened and shortlisted CVs and coordinated interview schedules to support efficient recruitment processes.
- Coordinated the employee onboarding process and facilitated orientation sessions for new employees.
- Prepared and submitted statutory documentation for EPF and ETF contributions, ensuring accurate record-keeping and compliance with applicable regulations.
- Coordinated annual employee performance reviews and performance evaluations conducted prior to employment confirmation.
- Conducted exit interviews and completed employment termination documentation in accordance with company procedures.
- Updated and maintained employee master files, ensuring accurate and up-to-date employee information.
- Efficiently operated the HRIS to maintain employee data and support key HR processes, including payroll processing.
- Handled HR administrative activities, including the preparation of official HR letters such as Appointment, Confirmation, Warning and other employment-related letters.
- Supported canteen operations by preparing payment-related documentation, maintaining accurate records and ensuring timely processing of payments in accordance with company policies.
- Prepared HR analytics and management reports to support HR decision-making and monitoring of key HR activities.
- Planned and coordinated employee engagement and organizational events, including the Annual Get-Together and Annual Cricket Tournament ensuring smooth execution and employee participation.

■ Earthfoam Private Limited

Human Resources Internship

2023 - 2024

- Assisting employee recruitment functions
- Preparing employee personal file
- Ensure the proper administration of the Employee Welfare Society
- Maintained and updated confidential HR documents

REFERENCE

Dr.Thedushika De Silva

University of Ruhuna / Senior Lecture

Phone: 071 641 5736

Email: thedushika@mgt.ruh.ac.lk

Mr.Niroshan Menikarachchi

Earthfoam Pvt Ltd / GHRM

Phone: +94 77 800 7790

Email: niroshan@earthfoam.com

DECLARATION

I truly and sincerely attest that the above information furnished by me is true and accurate to the best of my knowledge.

20/09/2026

Date

Signature